

Workplace Alaska

Class Specification Natural Resource Specialist I

Created: 11/27/2002 by Connie Preecs	AKPAY Code: P6641	Class Code:	PH0311
Finalized on: 11/16/2002	Class Outline Cat: B	Class Range:	14
	Approved by: Dianne Corso	Class Status:	Active
Category: Professional	Class Title: Natural Resource Specialist I		
Original Date: 09/24/1982	Use MJR Form: Standard		

Original Comments:

Established. Incorporates Land Management Technician I; Land Management Officer I-V; Deputy Director, NR; and others.

Subsequent Revision Dates/Comments:

10/10/94 - Update of clerical references in the NRT MQs (CDswanson).
05/01/95 - Minor change to NRT II MQs (CDswanson).
11/16/2002 - Natural Resource study, title changed from "Officer" to "Specialist", class code changed from P6652, revised specs and broadened MQs (cpreecs/jkidd).
12/03/2004 - MQs revised (Powelson)
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 19-1099 **Census:** 02

Last Update Comments:

Definition:

Under general supervision, Natural Resource Specialists I perform entry level professional work in the development, administration, analysis or implementation of programs to manage land, water, mineral, forest, oil, gas, agricultural, natural and cultural history, parks and related surface and subsurface resources of the state.

Distinguishing Characteristics:

Natural Resource Specialists (NRS) perform a broad range of tasks associated with the stewardship and management of all state owned land, water and other natural resources except fish and wildlife. While most positions are generalists, others perform work primarily or exclusively in one functional area. NRSs I typically work under one of three options: 1) perform adjudication or title work requiring analysis where decisions are made within established guidelines; 2) participate as a team member in complex research, planning and administrative projects; or 3) complete small planning projects that become part of a land use or resource management plan such as a site-specific plan, the issues of which invoke little public comment or controversy.

NRSs I collect and evaluate comments from parties potentially affected by an action, including the public and other state and federal agencies. Preliminary recommendations and decisions are reviewed, approved and signed by higher level staff. Stipulations attached to permits and leases are based on plain language in regulation or selected from a standard list. NRSs I perform work involving research and analysis where the impact of the work product is of short duration with little permanent impact on state land use or ownership; for example, permits issued are typically to individuals or small companies allowing them to engage in activities that do not permanently change the state's title to the land and have minimal impact on the resources. Positions may be working leaders over technicians who perform routine title work, case file adjudications or public information work. May lead or supervise lower levels but these duties are not class controlling.

NRS I is distinguished from Natural Resource Technician II and III by the requirement for professional research, analysis and decision making at the NRS I level.

NRS I is distinguished from the NRS II by the nature and complexity of the assignments and the higher degree of independence exercised by the NRS II in carrying out those assignments.

Note: Positions excluded from the NRS series are those that primarily: 1) conduct investigations that require application of a specific scientific background such as hydrology, geology, or forestry; 2) perform specialized field services such as park or visitor protection or fire control; or 3) work in disciplines covered by specific job class specifications.

Examples of Duties:

TITLE SEARCH

Research land status records to determine ownership; determine if title is adequate or should be contested or opposed.

Verify that the State of Alaska owns the land and has the right to convey; prepare documents for state land that is to be conveyed.

ADJUDICATION

Lead the work of a public information unit composed of clerical and technical positions, and perform research and analysis to inform customers of viable options and expected outcomes.

Process permits and other land use authorizations: prepare notices, decisions and legal descriptions; resolve problems such as opposing interests or when unsuccessful, forward the issue to the supervisor with a recommended solution.

Draft land use contracts, lease amendments and extensions.

Prepare auction paperwork; assist at auctions and complete post-auction analyses.

Research and draft interagency land management agreements for approval.

Inspect and monitor land use authorizations for compliance. Investigate complaints of noncompliance and report findings; may conduct field inspections. Work with lessees or permittees to correct noncompliance.

Recommend the termination of land sale contracts or other land use authorizations and the refund or withholding of performance bonds and deposits.

Lead Natural Resource Technicians in issuing permits or other land use authorizations.

PARK MANAGEMENT

Serve as a subject matter expert on specific state park resource areas (history, archaeology, natural history, wildlife, geology, plants); interpret cultural, historical, natural and archaeological resources to park visitors; conceive, design and produce interpretive materials.

Perform administrative tasks involving contracts, concessions and vendors within a park unit.

Issue permits for the use of park resources; conduct inspections to ensure compliance with authorized permits; coordinate with private property owners and other local, state or federal agencies that may have jurisdiction over resources within or adjacent to park lands or management areas.

Maintain computerized inventory of historic and archaeological sites.

RESOURCE PLANNING AND MANAGEMENT

Prepare site-specific plans or management plans with limited scope.

Organize the public process; serve as note taker at meetings.

Prepare property purchase contracts; maintain revenue and billing records including auditing files; recommend solutions to problems.

Knowledge, Skills and Abilities:

Working knowledge of Geographic Information System technology used in the management of natural resources in the State of Alaska.

Some knowledge of research techniques and writing protocols.

Some knowledge of standard computer operating systems and software.

Ability to take accurate field notes.

Ability to maintain records and prepare reports with statistical information.

Ability to conduct subject-specific field work.

Ability to drive or operate equipment assigned.

Ability to work cooperatively with professional and technical personnel in the area of resource management.

Ability to lead or supervise the work of technical and clerical staff.

Ability to communicate effectively orally and in writing, including making presentations.

Ability to interpret statutes, regulations and policies in order to issue a variety of permits.

Minimum Qualifications:

A bachelor's degree from an accredited college.

OR:

Two years of journey level technical experience in natural resource management. The required experience includes work such as a Natural Resource Technician II, Forest Technician III, Recorder II, or Environmental Technician II with the State of Alaska or the equivalent with another employer.

OR:

Two years of college education from an accredited institution (48 semester hours or 72 quarter hours equal two years) AND one year of journey technical experience in natural resource management. The required experience includes work such as a Natural Resource Technician II, Forest Technician III, Recorder II, or Environmental Technician II with the State of Alaska or the equivalent with another employer.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

For purposes of the minimum qualifications, natural resource management is defined as the management of the land, water, mineral, forest, oil, gas, agricultural, archaeological, natural and cultural history, park, and related surface and subsurface resources. Experience or education in natural resource management means involvement in the above resources exclusively. Those with experience or education in managing these resources may specialize in different management functions (for example, planning, regulation, research or title). All of this experience is applicable to the natural resource management definition. Some positions may require education in a particular area of natural resource management or specific technical knowledge and training gained through specialized education or progressively greater responsibilities at the lower levels of the series.

Minimum Qualification Questions:

Do you have a bachelor's degree from an accredited college?

Or Substitution:

Do you have two years of journey level technical experience in natural resource management? The required experience includes work such as a Natural Resource Technician II, Forest Technician III, Recorder II, or Environmental Technician II with the State of Alaska or the equivalent with another employer.

Or Substitution:

Do you have two years of college education from an accredited institution (48 semester hours or 72 quarter hours equal two years)?
AND

Do you have one year of journey technical experience in natural resource management? The required experience includes work such as a Natural Resource Technician II, Forest Technician III, Recorder II, or Environmental Technician II with the State of Alaska or the equivalent with another employer.